

CITY OF RIVERDALE
JOB DESCRIPTION
Equal Opportunity Employer

Position	Department	Salary Range	Pay Grade	FLSA Status	Shift / Schedule	Application Expiration
Code Enforcement Officer	Police Services	\$31,659.83	38	Non-Exempt	Full-Time	

Job Summary:

This position is responsible for on-site inspections of commercial and residential properties within the City of Riverdale, including the investigation of potential violations and the enforcement of municipal codes, ordinances and regulations. The duties of this position involve inspecting a variety of buildings, properties, and projects to determine whether health, public safety, property maintenance, building permits, land use, zoning, public nuisance inspection plans, workmanship, and materials conform to legally established requirements. Incumbent must use good judgement and make sound decisions, exercising technical knowledge.

Minimum Qualifications:

- Associate's Degree and/or five (5) years related experience and/or training in code enforcement and construction, building inspection field.
- Must possess or be able to complete a minimum of 16 hours of the curriculum required for the Georgia Association of Code Enforcement (GACE) Certification as a Code Enforcement Officer, OR be able to obtain the International Code Council (ICC) Certification as either a Property Maintenance/Housing Inspector or a Zoning Inspector, within 12 months from date of hire.
- Must possess and maintain a valid Georgia Driver's License with a satisfactory driving record.

Preferred Qualifications:

- Experience as a Certified Peace Officer.
- Three (3) years as a Georgia Association of Code Enforcement (GACE) Certified Code Enforcement Officer.
- Certified by the International Code Council (ICC) as Property Maintenance Inspector.

Major Duties:

- Responsible for erosion control, environmental and solid waste inspections for residential and commercial properties to ensure enforcement; and compliance of state and local erosion, sedimentation and solid waste control regulations.
- Works independently or as a team member to implement methods, procedures and techniques used in the interpretation and enforcement of code violations.
- Investigates observed violations and complaints received through personal contact, telephone contacts and written communication with residents, property owners, developers, contractors, and the general public.
- Analyzes field inspections to determine compliance or non-compliance and issues warnings, stop-work orders, and citations when violations are not corrected.
- Receives and responds to reports of alleged code ordinance violations from citizens or staff; provides information and explains codes and ordinances.
- Prepares written reports of inspections, as specified by departmental procedures; issues warnings and citations when violations are demonstrated.
- Attends all required staff meetings and participates in group assignments and exercises.
- Prepares or submits all requested and/or required daily, weekly, monthly, quarterly and annual reports.
- Performs other work-related duties, as assigned.

Knowledge Required by the Position:

- Knowledge of general codes, ordinances, laws, and regulations.
- Knowledge of safe and efficient work principles and practices, as they relate to code enforcement.
- Knowledge of investigative techniques and practices, evidence collection, and preservation.
- Knowledge of City codes, ordinances, laws, and regulations pertaining to code enforcement.
- Knowledge of State and local codes and standards and all other building related codes and ordinances as adopted by the State and the City of Riverdale.
- Knowledge of methods and practices involved in construction.

Abilities Required by the Position:

- Ability to perform shift work, including nights, weekends, or as required.
- Ability to testify in court and work with the City Prosecutor to prepare cases for prosecution and to conduct hearings.
- Ability to conduct health, public safety, property maintenance, building permit, land use, zoning, and public nuisance inspections for residential and commercial properties.
- Ability to read and comprehend drawings, diagrams and specifications for existing residential and commercial buildings, homes and properties and perform math calculations to ensure health, safety and professional work standards are met.
- Ability to recognize conditions that constitute code violations and use effective techniques to interact with citizens and the public to correct violations.
- Ability to ensure corrective actions have been taken via re-inspections
- Ability to deal tactfully and courteously with general public in sometimes difficult and trying circumstances (Customer Service).
- Ability to establish and maintain effective working relationships with co-workers, other City employees and the general public.
- Ability to work accurately with detailed records and complex information.
- Ability to work independently.

Supervisory Controls: Work is performed under the direct supervision of the Support Services Commander/Supervisor. This position has no supervisory responsibility.

Physical Demands: Work requires some exertion, e.g., climbing, walking over rough surfaces; crouching, bending, stooping, reaching; and lifting light to moderately heavy items. Work requires average physical agility and dexterity. Work may require a flexible work-schedule, involving evenings and weekends.

Work Environment: This work is typically performed indoors or outdoors. A moderate amount of local traveling is involved in construction site visits and facility and area tours. The incumbent is exposed to occasional inclement weather.

APPLICATION PROCESS: All applicants may be required to complete the following: written exam, physical exam, drug screening, polygraph, and background investigation. A valid driver's license is required.

If you feel you qualify for the above position, and you meet the minimum requirements, you may complete an application at the Human Resources Office, 6690 Church Street, Riverdale, GA 30274. Applications are available from 8:00 to 4:00 p.m., Monday – Friday. Applications are also available on www.riverdalega.gov.

HR Updated 08/2016